



**GREATER
MANCHESTER**
FIRE AND RESCUE SERVICE

Your Reference GMFRS/Winter Licensing Campaign 23

Our Reference BE/WINTERLICENSING2023

Contact protectionsupportofficers@manchesterfire.gov.uk

Chief Fire Officer

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Owners / Managers
Licensed Premises

Date: 22nd November 2023

Dear Sir/Madam,

Changes to the Fire Safety Order - free online Fire Safety Presentations for Licensed Premises on 30/11/23- 04/12/2023

I am writing to invite you to attend a free online Fire Safety presentation to help you understand your legal responsibilities under the Fire Safety Order and to help you protect your business from fire.

Greater Manchester Fire and Rescue Service (GMFRS) is hosting these presentations as part of our commitment to supporting businesses across Greater Manchester. The Christmas period is a busy one for hospitality premises dates in order to support hospitality businesses GMFRS is pleased to offer you an opportunity a presentation which will be held over two dates highlighting the importance of fire safety and some of the increased risks of fire over the Christmas and new year period.

The sessions will cover:

- Your responsibilities under the Fire Safety Order 2005 including changes to the law which came into effect from 1st October 2023
- Managing your premises safely during busy periods
 - Managing the risks of fire
 - Decorations and what you need to check.
 - Managing the number of people
 - Ensuring escape routes are clear
- Staff training and emergency procedures – what you need to know and do.

These online events are provided free of charge and are aimed at people who own or manage pubs, bars and clubs across Greater Manchester.

The presentations are scheduled to last 2 hours and you can register for free on Eventbrite (www.eventbrite.co.uk) by searching 'Fire Safety in Licensed Premises' or using the links below or by scanning the QR codes below.



The presentations will be delivered by our Fire Safety Inspectors on Microsoft Teams and you will be sent a link to the sessions in advance which can be accessed via the Teams app or a Web Browser. You will have the opportunity to ask them questions.

Thursday 30th November 13:00- 15:00

<https://www.eventbrite.co.uk/e/763911498857?aff=oddtcreator>



Monday 4th December 2023 14:00-16:00

[Fire Safety for Licensed Premises Tickets, Mon 4 Dec 2023 at 14:00 | Eventbrite](#)



GMFRS Fire Safety Inspectors will be out inspecting licensed premises across Greater Manchester throughout the festive period. We will be undertaking these visits to ensure the safety of people in Greater Manchester during this busy period. If we intend to inspect your premises, we will normally write to you in advance, but we carry out visits at any time if we have concerns about fire safety.

I have also included a short advice sheet with some key information for you to consider to ensure that you are complying with your legal obligations in relation to Fire Safety. Further advice and information can be found on our website, www.manchesterfire.gov.uk under 'Business Fire Safety'.

I hope this information is useful and you will be able to join one of the online sessions. If you have any queries or require further information you can contact GMFRS by email FireSafetySupport@manchesterfire.gov.uk please quote 'Fire Safety in Licensed Premises' in the subject line.

Yours faithfully,

Alex Sugden

Protection Manager – Risk Reduction Team

Greater Manchester Fire and Rescue Service



HOSPITALITY BUSINESS FIRE SAFETY ADVICE: CHRISTMAS 2023



Greater Manchester Fire and Rescue Service (GMFRS) is committed to ensuring the safety of people and businesses in Greater Manchester through our prevention, protection, and response activity and we are proud to serve our communities.

With the festive season having started and Christmas quickly approaching we are taking this opportunity to provide pubs, bars and clubs with fire safety advice. This year we have provided a Fire Safety Checklist you can use as part of your preparations for the busy Christmas and New Year period to help keep you, your business and your customers safe.

Please consider the advice in the checklist below as part of your preparations for Christmas and New Year 2023.

Fire Safety Checklist



Review your fire risk assessment - Your fire risk assessment is the starting point for keeping your premises safe from fire. It helps you identify how a fire might start and what to do if you do have a fire.

Your fire risk assessment should identify the maximum number of people you can have safely in the premises based on how big your premises is and how many emergency exits you have.

If you have made any changes to your premises since you made the fire risk assessment, check that this hasn't affected your fire safety arrangements. If you are making changes to the premises, like installing temporary stages, decorations or blocking off parts of the premises, update your fire risk assessment and emergency procedures.

You are now required to have a written fire risk assessment.



Check the numbers of customers you can have - This should be detailed in your fire risk assessment. We know that December is one of the busiest periods for hospitality and this is great for businesses but you need to be sure that if you do have a fire everyone can get out safely.

Make sure that your employees, including any door staff, know the maximum number of people you can have in the premises and the systems you have put in place to monitor the numbers.



Test the fire alarm - if you have an automatic fire alarm, make sure it is working and can be heard in all parts of the premises and there are no faults on the system. Ideally, any music system should be connected to your fire alarm, meaning if the alarm goes off the music will automatically stop playing.

If you are going to be using a new sound system or have live music which is not connected to your fire alarm system, make sure you implement a temporary management procedure to stop the music if there is a fire.



Keep escape routes and exits clear - If you do have a fire in your premises you need to be sure that everyone can evacuate quickly and safely. This means keeping escape routes clear and making sure emergency exit doors can be easily opened.

Walk around the premises and check that nothing is obstructing the exits and that doors can be opened quickly and easily in an emergency such as a fire.

It is likely that you will have ordered extra stock – make sure this is stored properly and isn't in corridors or escape routes, even those not accessible to customers.



Refresh your training - All employees should have had fire safety training so they know what to do in the event of a fire. As you prepare for the Christmas period a quick refresher will help to make sure they have the knowledge and confidence to deal with an emergency if it happens.

If you have new employees including any temporary staff you must ensure they have received fire safety training.

It is a legal requirement that you document your fire safety training and keep a record of when employees have received it.



Finally...check your decs! - We wrote to all licensed premises across Greater Manchester last year following two serious fires that spread quickly after decorations were ignited by indoor sparklers or 'ice fountains'. In both cases, the fires led to major damage and business disruption but fortunately did not result in any serious injuries. In April, a Madrid restaurant had a fire involving artificial flowers which tragically killed 2 people and injured 12 others.

Make sure that your Christmas decorations will not contribute to a fire spreading. If you do have decorative wall and ceiling linings including fabrics, artificial foliage and paper decorations, you should ensure that these are fire resistant or have been treated appropriately to make them fire retardant. This may require a specialist contractor to 'treat' the materials.

You should also ensure that the risk from any naked flames or indoor fireworks has been considered as part of your fire risk assessment. If you are using or allowing indoor fireworks, blow torches or igniting drinks, ensure that you take steps to ensure that this will not start a fire and make sure all employees are aware of the risks.

We hope this information is useful- if you want more information on your fire safety responsibilities scan the QR Code.

You can also contact us on 0800 555 815 or email us at FireSafetySupport@manchesterfire.gov.uk

